

# P O T T E R Y B A R N

## Olivia Star Pendant Assembly and Installation Instructions

### CAUTION:

- **BEFORE INSTALLING FIXTURE, MAKE SURE THE POWER TO THE CIRCUIT IS TURNED OFF AT THE MAIN FUSE BOX / CIRCUIT BREAKER UTILITY BOX.**

### Important Safety Instructions:

- These instructions are provided for your safety. It is very important that they are read carefully and completely before beginning the assembly and installation of this lighting fixture.
- We strongly recommend that a professional electrician install all direct wire fixtures.
- THIS PRODUCT MUST BE INSTALLED IN ACCORDANCE WITH THE APPLICABLE INSTALLATION CODES BY A PERSON FAMILIAR WITH THE CONSTRUCTION AND OPERATION OF THE PRODUCT AND THE HAZARDS INVOLVED.
- The lighting fixture is meant for indoor use. It must be connected only to 3-wire, single-phase electrical supply systems (provided with Ground wire or equivalent protection system).
- For your safety, it is strongly recommended that two people install the lighting fixture.
- This fixture has been rated for up to one (1) **60-Watt maximum TYPE B standard (candelabra) incandescent light bulb** (not included) or one (1) **13-Watt compact fluorescent light bulb** (not included). To avoid the risk of fire, do not exceed the recommended wattage.
- This lighting fixture is intended for indoor or protected/covered outdoor areas. Do not expose to direct rainfall. **SUITABLE FOR EITHER DRY OR DAMP LOCATIONS.**
- **Save these instructions.**

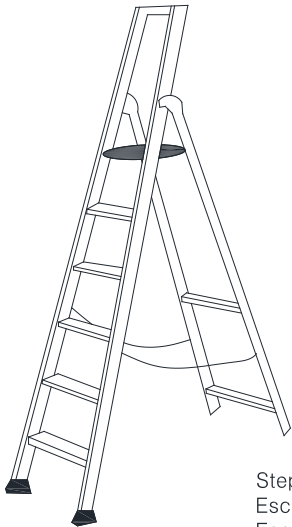
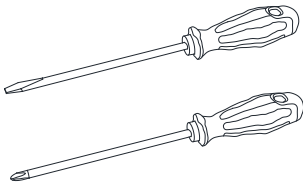
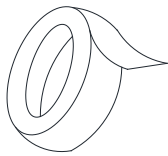
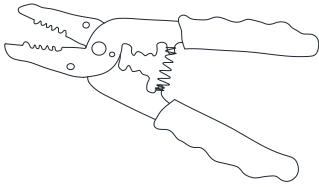
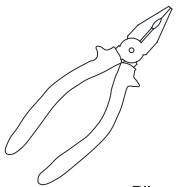
### WARNING:

- **To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool prior to replacing light bulb.**
- **Do not touch bulb when fixture is turned on. Do not look directly at lit bulb.**
- **Keep flammable materials away from lit bulb.**

### Pre-assembly:

- Remove all parts and hardware from box along with any plastic protective packaging.
- Do not discard any contents until after assembly is complete to avoid accidentally discarding small parts or hardware.
- For your safety and convenience, assembly by two people is recommended.

## TOOLS REQUIRED (not included):

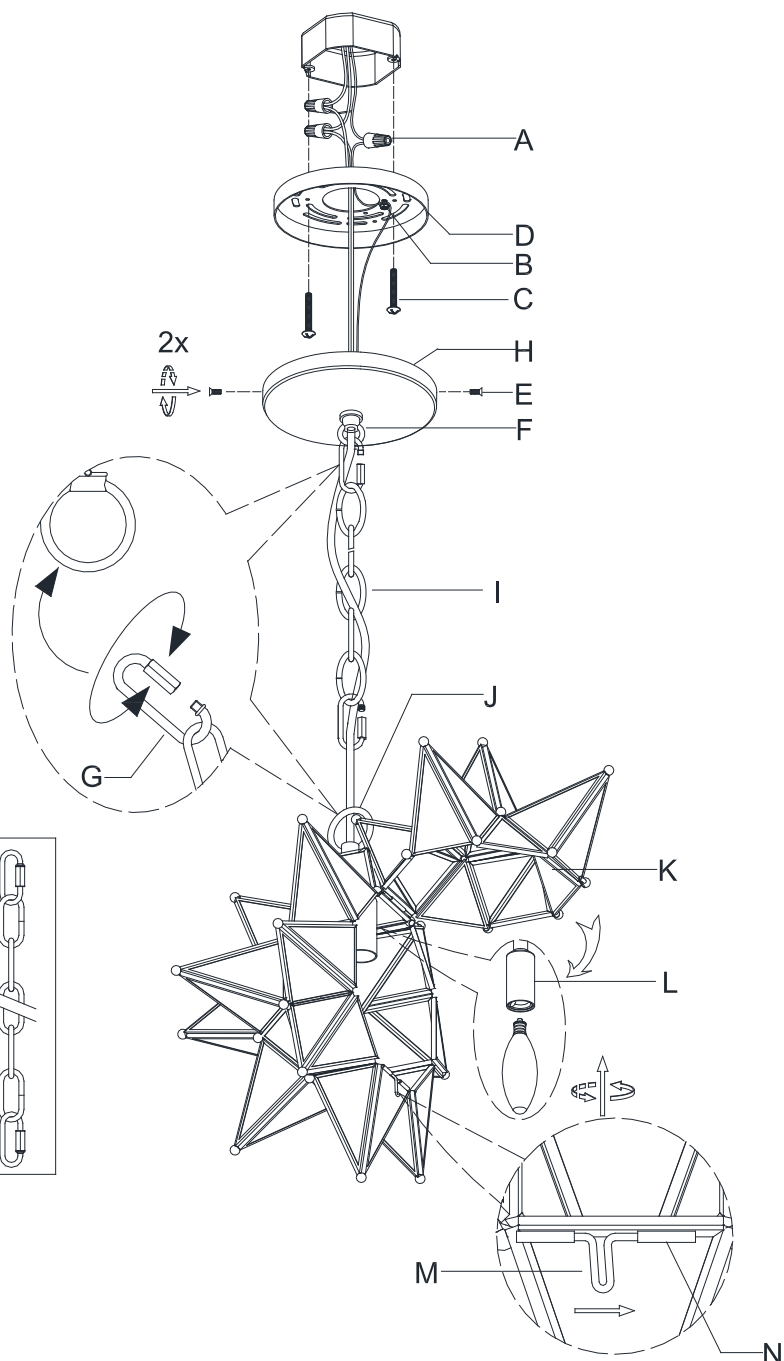
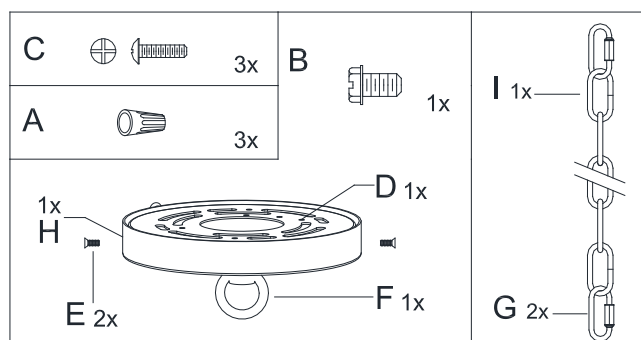
 <p>Step Ladder Escabeau Escalera</p>	 <p>Phillips Head, Flat Blade Screwdrivers Tournevis à tête Phillips et à tête plate Destornilladores Cabeza Phillips y Destornilladores Cabeza Plana</p>	 <p>Electrical tape Ruban isolant Cinta Electrica.</p>
	 <p>Wire Cutter/Stripper Pince coupe-fil/ à dénudé Cortador de Cable</p>	 <p>Plier Pince Alicates</p>

## Parts Included:

- (J) Fixture Loop (1)
- (K) Door (1)
- (L) Socket (1)
- (M) Latch (1)
- (N) Pipe (1)

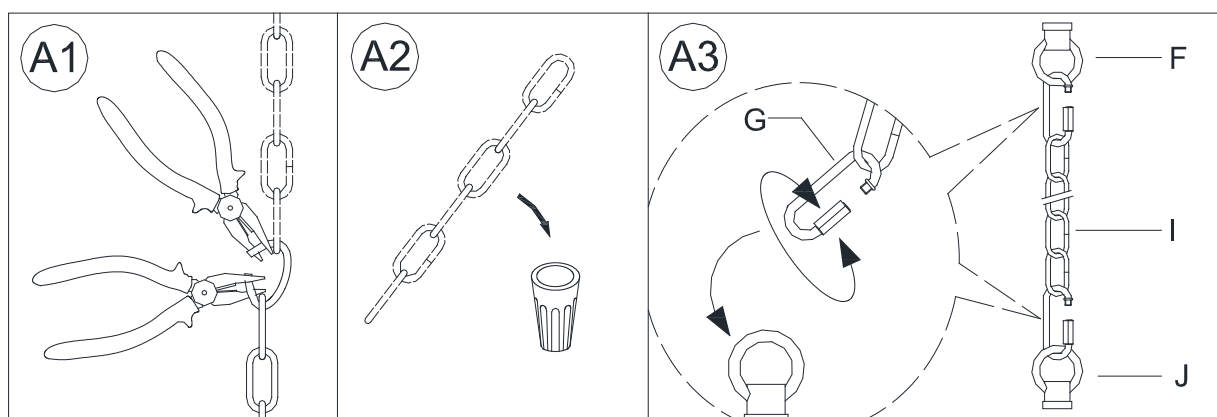
## Hardware Enclosed:

- (A) Plastic Wire Nut Connectors (3)
- (B) Green Ground Screw (1)
- (C) Mounting Screws (3) (includes 1 extra)
- (D) Mounting Plate (1)
- (E) Canopy Screws (2)
- (F) Hanging Loop (1)
- (G) Closable Links with Screw Caps (2)
- (H) Canopy (1)
- (I) Chain (1)

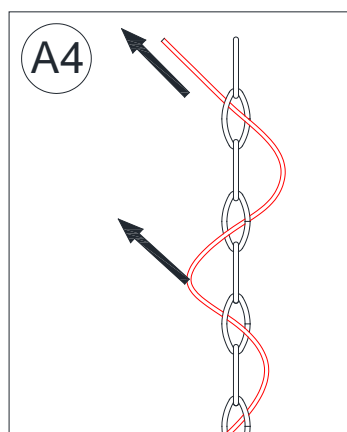


## To adjust the suspension length of the fixture:

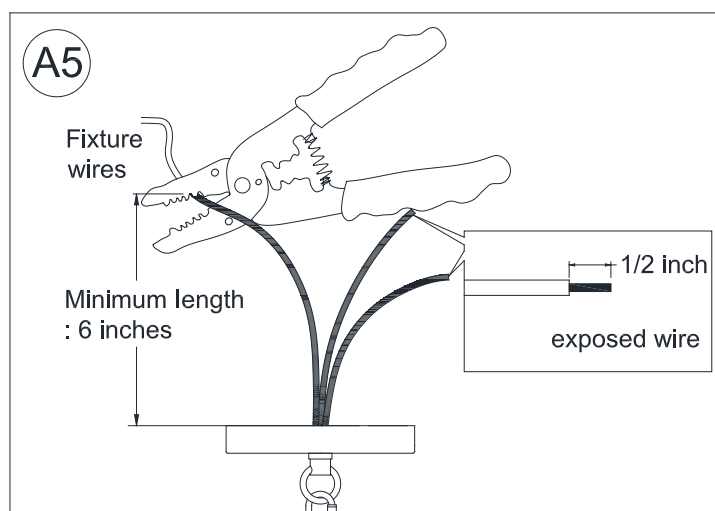
- Note: The adjustment or shortening of the lighting fixture's suspension length is only needed if the factory set chain length is not appropriate for your installation. We recommend that you adjust the chain to the proper desired length before cutting the electrical cord. Determine the lighting fixture suspension length from the ceiling for the product installation, allowing the extra cord length for the outlet junction box wire connections as noted below.
- (See A1 & A2) The chain length may be shortened from either end. Use two pairs of pliers to gently pry the link apart along a split-line formed in each link so that a space is created large enough for the link to be removed from the remaining chain. Use a cloth or folded piece of paper between the pliers and the link to protect the finish of the link during bending. Once the Chain (I) is at the desired length, reattach the Chain (I) as shown in the diagram below. (See A3)



- (See A4) Weave the fixtures 2 wire power cord and bare ground wire through every other loop to the top of Chain (I).

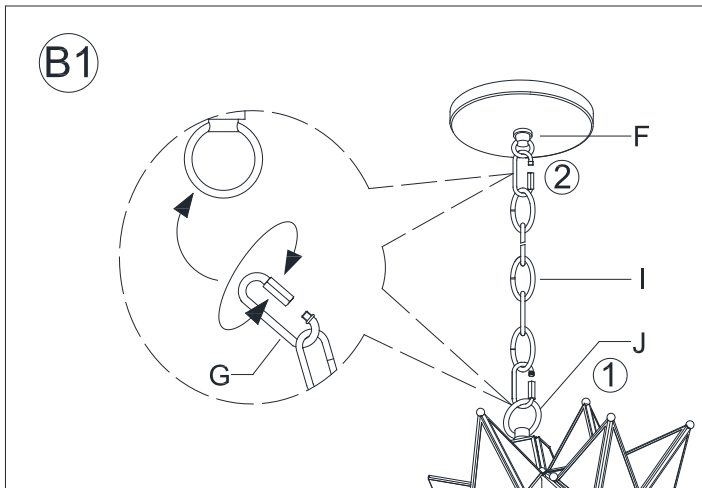


- (See A5) If needed, cut off the extra power cord length on the 2 wire cord and bare ground wire so that they all are at least 6 inches (152.4 mm) long within the outlet junction box (J-box).



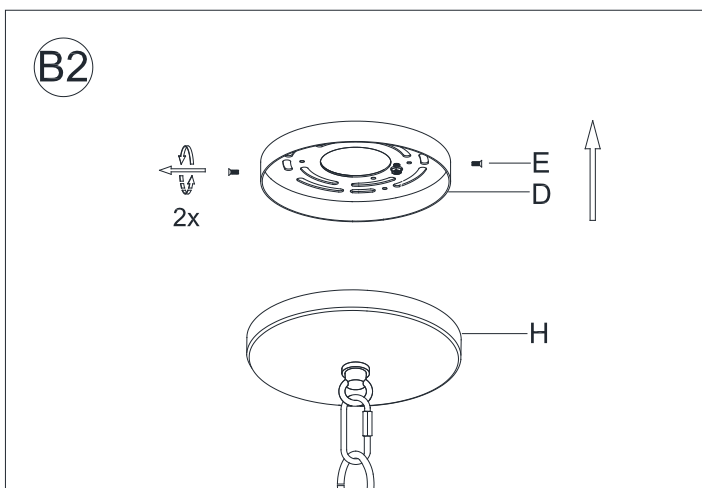
## Assembly & Installation Instructions:

- **SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER.**
- Carefully unpack all fixture parts and hardware and lay them on a clear workspace.

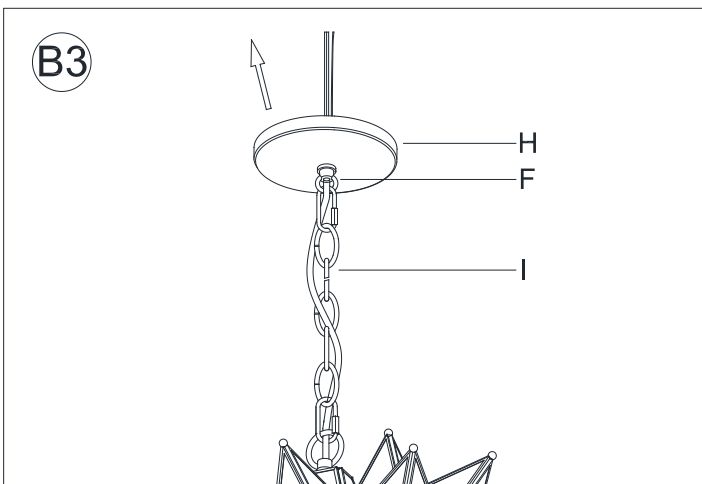


Insert the bottom loop of Chain (I) and Fixture Loop (J) into the Closable Link (G), tighten the Closable Link Screw Cap.

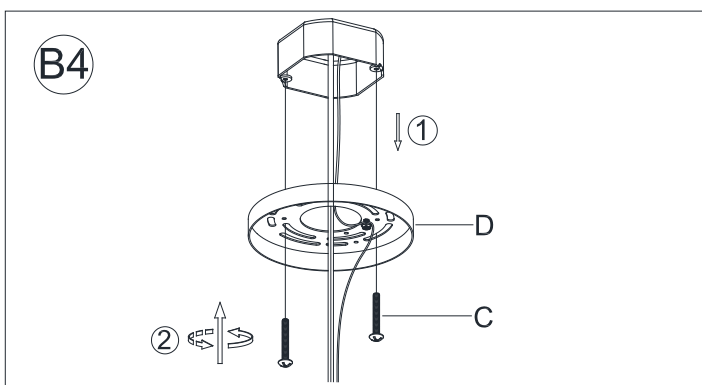
Insert the top loop of Chain (I) and Hanging Loop (F) into the Closable Link (G), tighten the Closable Link Screw Cap.



Separate the Mounting Plate (D) from the Canopy (H) by removing 2 Canopy Screws (E). Do not discard the Canopy Screws (E) as these will be used later.

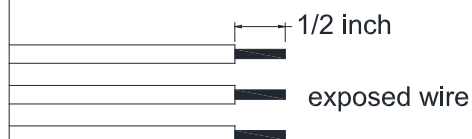
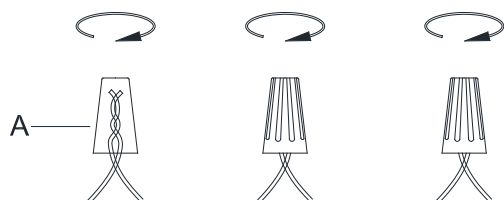


Weave the fixtures 2 wire power cord and bare ground wire and through every other loop to the top of Chain (I) and insert into the Hanging Loop (F) and Canopy (H).



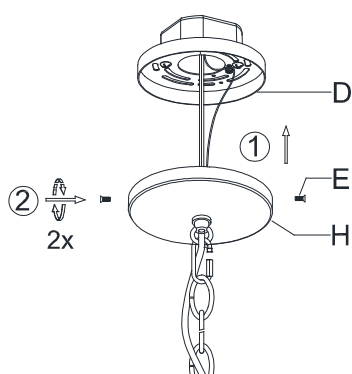
1. Gently pull existing wire down from the ceiling junction box and insert wires through the center opening of Mounting Plate (D).
2. Attach Mounting Plate (D) to the ceiling junction box aligning the slots on the metal plate with the 2 threaded holes of J-box.
3. Secure the Mounting Plate (D) by tightening 2 Mounting Screws (C) with a screwdriver.

B5



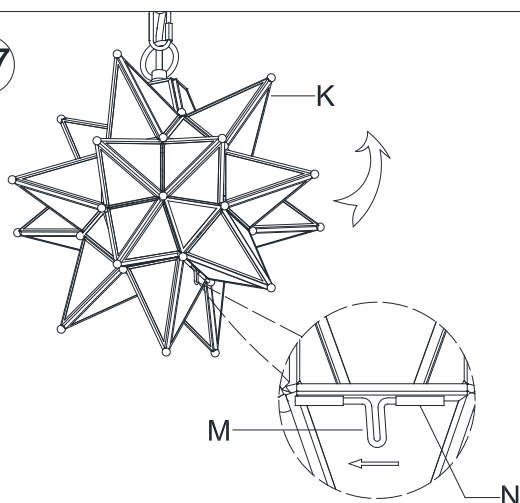
Please read the section” **To Make the Wire Connections**” Below.

B6



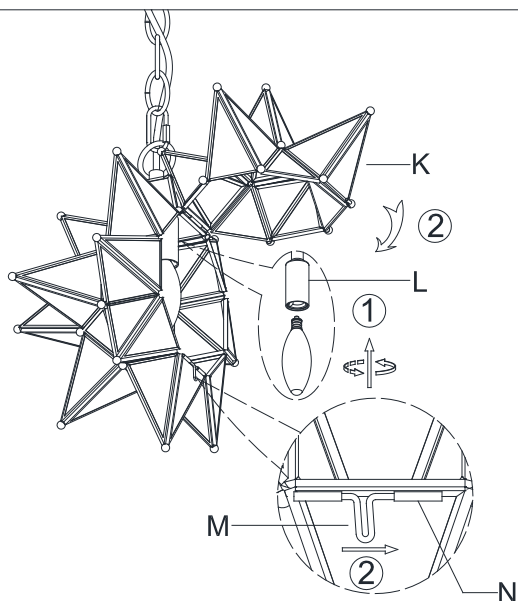
1. With the help of another person to hold the weight of lighting fixture, rise the Canopy (H) up over the Mounting Plate (D), align the 2 holes on the Mounting Plate (D) with the 2 holes on the sides of the Canopy (H).
2. Insert the Canopy Screws (E) and tighten to secure the Canopy (H) in place.

B7



Open the door (K) by sliding the Latch (M) until it is separated from the Pipe (N).

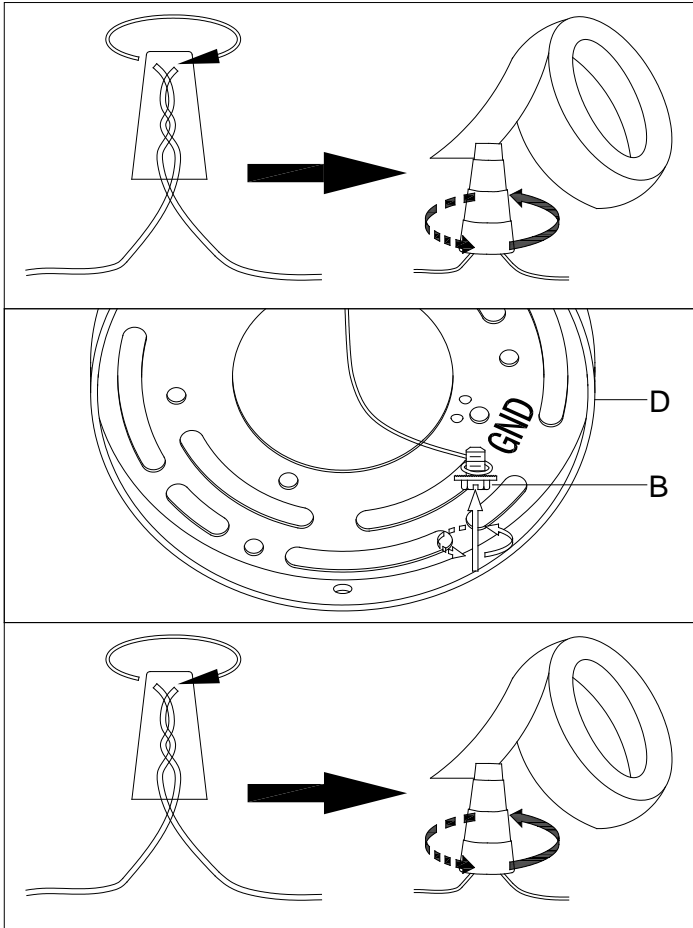
B8



1. Insert the specified light bulbs into the sockets (L). **DO NOT EXCEED THE SPECIFIED WATTAGE.**
2. Close the door (K) by sliding the Latch (M) until its one end is inserted into the Pipe (N) until secure.

## To Make the Wire Connections:

- Gently pull the wiring from the junction box and allow wires to hang. The HOT or LIVE wire is usually black. The NEUTRAL wire is usually white. Check to see if there is a ground wire that is usually green or green with a yellow stripe or exposed copper metal wire. If needed, use a pair of wire strippers to remove about 1/2 inch of insulation from each wire.
- Carefully inspect the fixtures wires. The NEUTRAL FIXTURE WIRE has FINE LONGITUDINAL RIDGES running along its length. The HOT FIXTURE WIRE is SMOOTH and the BARE COPPER WIRE is the GROUND WIRE. If you have any doubt and cannot identify the power-supply wires with confidence, then we recommend that you ask an electrician and that you not continue with the installation.
- With the help of another person to hold the weight of the fixture, attach the fixture wires to the junction box wires as shown in the illustrations.



Connect the GROUND FIXTURE WIRE to the GROUND J-BOX WIRE (usually green insulation of bare wire) using the Plastic Wire Nut Connector (A) and wrap the connection with electrical tape. Be sure that no wire strands are exposed.

If the junction box DOES NOT have a GROUND WIRE, wrap the fixture's bare ground wire around the Green Ground Screw (B) and insert the screw into the Mounting Plate (D), marked as "GND", and tighten screw to secure the wire.

Connect the NEUTRAL FIXTURE WIRE to the NEUTRAL J-BOX WIRE (usually white insulation) first and then connect the HOT FIXTURE WIRE to the HOT J-BOX WIRE (usually black insulation) using the Plastic Wire Nut Connectors (A). Wrap these connections with electrical tape. Be sure that no wire strands are exposed.

**NOTE: IT IS IMPERATIVE THAT THE JUNCTION BOX IN YOUR HOME BE PROPERLY GROUNDED!**

**DO NOT REVERSE THE HOT AND NEUTRAL CONNECTIONS OR SAFETY WILL BE COMPROMISED.**

- Check the wiring connections and if all looks good, gently tuck the wire connections neatly into the ceiling junction box.

### Care instructions:

- Wipe clean with a soft, dry cloth or static duster.
- Always avoid the use of harsh chemicals or abrasive cleaners as they may cause damage to the fixture's finish.

Thank you for your purchase  
Stores / Catalog / [www.potterybarn.com](http://www.potterybarn.com)  
USA 1.888.779.5176